

## Permit Transfer Form

### California Codes of Regulations Title 4, Chapter 6 Section 2425 – Permit Transfer Process Form

The Department will change its records to show a new permittee for a valid, renewed, and unrevoked permit when one of the following occurs:

Make selection and place an “X” in the box.

- (a) The permittee provides a written transfer notice to the department that identifies the permit number and the new permittee’s name and business address.
- (b) The permittee returns the renewal application during the renewal period identifying the new permittee’s name and business address.
- (c) The department receives a bill of sale signed by the permittee that transfers ownership of the permit.
- (d) The department receives documents proving the permittee is deceased and the display is transferred. The new permittee shall provide the information required in subsection (a).
- (e) A court orders requires or authorizes the transfer

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Company/Business Name (Current Permit Holder):

\_\_\_\_\_ hereby requests to transfer the following permits to the name of business indicated below. (Please attach any and all necessary documents that will meet the requirements in the box that has been selected above).

Business name, address and contact information (New Permit Holder):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(    ) \_\_\_\_\_

Permits To Be Transferred:


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\*\* This section must be completed by the current permit holder in order to be accepted and processed.

\_\_\_\_\_  
Name of Authorized Person (Print)

\_\_\_\_\_  
Name of Authorized Person (Signature)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
A letter of authorization needs to be included\*

\*Note: A letter of authorization is a letter with a company's header information.

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\*\*Please complete this form and mail it to the following address:

**Department of Transportation**  
Division of Traffic Operations MS-36  
Outdoor Advertising Branch  
P.O. Box 942874  
Sacramento, CA 94274-0001